



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2008-016

Date: April 18, 2008

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Division

RE: Failure to Enter Biannual Strategy Implementation Report (BSIR) Data into the Grants Reporting Tool (GRT)

The Governor's Office of Homeland Security (OHS), as the State Administrative Agency (SAA), is responsible for entering State Homeland Security Grant Program (SHSGP) project information into the federal on-line Grant Reporting Tool (GRT) twice a year. This Biannual Strategy Implementation Report (BSIR) demonstrates how the State of California successfully utilizes its homeland security dollars.

To meet this federal requirement, the subgrantees have specific due dates to enter information into the GRT before the OHS submits the data to the National Preparedness Directorate (NPD) for review. Unfortunately, many jurisdictions have failed to meet this deadline and their project information was entered by OHS Grant Management Division staff.

During the Fiscal Year 2007 grant application workshops, subgrantees were informed that should their jurisdiction miss two (2) consecutive BSIR deadlines, the Governor's Office of Homeland Security (OHS) may withhold ten percent (10%) of their federal award. OHS is currently issuing "Failure to Enter BSIR Data" letters to those subgrantees that did indeed miss the January 25, 2008, BSIR deadline for the FY2005, FY2006, and/or FY2007 grant awards.

For further information or any questions regarding this process, please contact Chief John Isaacson at John.Isaacson@ohs.ca.gov.

Sincerely,

Larry M. Davis
Deputy Director
Grants Management